



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
CITY OF NAGA, CEBU

Name : \_\_\_\_\_  
School : \_\_\_\_\_  
Address : \_\_\_\_\_  
Item Number : \_\_\_\_\_

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**CHECKLIST FOR STUDY LEAVE APPLICATION**

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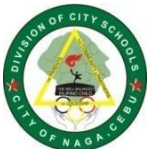
- \_\_\_ 1. Endorsement
- \_\_\_ 2. Application Letter for Study Leave (with period of leave)
- \_\_\_ 3. Accomplished Study Leave Agreement
- \_\_\_ 4. Affidavit that applicant has not availed study grant under RA 4670 (for teaching personnel)
- \_\_\_ 5. Transcript of Records (TOR) of the degree that requires the passing of the bar or a board licensure examination for the practice of profession
- \_\_\_ 6. Certification that the profession or field of study to be pursued is relevant to the agency's mandate & the duties and responsibilities of the incumbent
- \_\_\_ 7. Certification from that services can be dispensed with and another teacher/personnel has been designated to take over the functions of the incumbent
- \_\_\_ 8. Certification of No Pending Administrative or Criminal Case
- \_\_\_ 9. CSC Form No. 7, Revised 2018 (Clearance Form)
- \_\_\_ 10. CSC Form No. 6 (Leave Form)
- \_\_\_ 11. Updated Service Record
- \_\_\_ 12. School Clearance

Checked by:

Reviewed by:

\_\_\_\_\_  
School Head

**REEMAN CLYDE N. MAÑACAP**  
Administrative Officer IV – HRMO II



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